



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Thomas/St. John Districts:

CDBG-DR ENVIRONMENTAL/NEPA FIELD SPECIALIST

Under the supervision and direction of the Environmental Senior Manager, the Community Development Block Grant – Disaster Recovery (CDBG-DR) Environmental/National Environmental Policy Act (NEPA) Field Specialist will be responsible for the leadership and coordination of field investigations and monitoring in accordance with the National Environmental Policy Act (NEPA) for the Virgin Island Housing Finance Authority (VIHFA) CDBG-DR Program. The position also requires working with an interdisciplinary team supporting the preparation of NEPA documents through the directions of the Environmental Senior Manager.

ESSENTIAL FUNCTIONS:

- Conduct field investigations to assist in the preparation of CATEX, EIS, EA, and similar environmental review documentations.
- Assist consultants and VIHFA environmental team with preparation of environmental reviews.
- Provide oversight and direction to consultants conducting field investigations, studies, and tests.
- Assist CDBG-DR Environmental/NEPA Specialist(s) with the identification of mitigative measures based on field observations.
- Correspond with regulatory agencies within the Territory to conduct joint field investigations and ensure compliance with applicable laws and requirements.
- Attend and participate in a variety of meetings internally and externally.
- Performs other related duties and responsibilities as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- **Education:** Bachelor's Degree from an accredited college or university in environmental science, transportation planning, environmental planning, geography, or related field preferred.
- **Experience:** Minimum of two (2) years of relevant professional experience working on projects that involve environmental compliance or permitting. Experience overseeing and managing an interdisciplinary approach. Equivalent combination of education and experience may be substituted. In lieu of degree, 5 years' experience in working on projects that involve environmental compliance, planning, or permitting.
- **Knowledge, Skills, and Abilities :** Must have technical writing, presentation development, and research skills; Experience managing projects and people; Ability to manage multiple and sometimes changing projects in a fast-paced, deadline-driven environment; Excellent report writing, analytical, editing, and proofreading skills; Strong analytical, problem-solving, and decision-making skills; Computer literate to include Microsoft Word, Excel, and Outlook; Good oral and written communication skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other VIHFA CDBG-DR personnel; Ability to maintain confidentiality in all assignments; Ability to multi-task, work collaboratively in a team-oriented environment and problem solve; Ability to perform duties with limited supervision; Experience in generating GIS maps; Sense of ownership and accountability as well as a willingness and commitment to adding value to the Authority; Ability and willingness to learn

SALARY: \$54,080 - \$68,640 per annum depending upon qualifications. CDBG-DR grant funded position

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/curriculum vitae. During the Safer at Home period, application packages will only be accepted electronically at hr@vihfa.gov. Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Friday, October 14, 2022; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer